

**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE:** ELECTRONIC RECORDS I.T. ASSISTANT

**JOB SUMMARY:**

This incumbent is responsible specifically for the appropriate and effective management of the Unit's electronic records, within the associated software, from its creation to its eventual disposal. The employee works with the Electronic Records I.T. Officer in the development, implementation and maintenance of an effective electronic Information Technology (IT) records management system.

**REPORTS TO:** Electronic Records I.T. Officer

**SUPERVISION GIVEN TO:** N/A

**DUTIES AND RESPONSIBILITIES:**

- Assist with the planning, organizing and controlling the operations of the units' information systems, while overseeing the administration and maintenance of the tracking software.
- Aids in the developing and implementing systems, policies and procedures for the proper creation and maintenance of all electronic information technology (IT) documents/records, for the efficient control and flow of information to and from officials required to make decisions or take action on matters.
- Assists in establishing retention and disposal schedules for all official documents or records.
- Prepares reports of records management programme and any other relevant report.
- Works with project teams to either provide or receive all necessary support for tasks.
- Assists with identifying appropriate records management resources.
- Responsible for responding to queries or request for information and providing the appropriate access.
- Performs related work as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE:**

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**SKILLS AND ABILITIES:**

**Team Orientation**— Ability to work along with others to provide high quality service; willing to provide support to other team members who for whatever reason may be unable to fulfill their duties.

**Problem Solving** — Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Troubleshooting** — Determining causes of operating errors and deciding what to do about it.

**MINIMUM EXPERIENCE AND TRAINING:**

- Diploma in Computing and Information Systems
- Two (2) years' experience in database programming
- Proficient in Microsoft Office Suite
- Excellent written and oral skills.